

REAL ESTATE CAREER PROGRAM CAREER APPRAISAL

(ER 690-1-955)

Data Required by the Privacy Act of 1974

AUTHORITY: 5 US CODE 3302

PRINCIPLE PURPOSE: Provides management with information on referral desires and qualifications of real estate career program registrants.

ROUTINE USES: Used by Corps of Engineers staff agencies commands and installations as an applicant and referral file for designated civilian career program positions; to determine qualifications, and availability of employees for existing and future vacancies; and to produce referral lists. Information is used for selection, career planning, and in preparing reports, replying to correspondence, responding to requests from courts and regulatory bodies, and responding to grievances and complaints related to questions of qualification determination and nonselection for specific positions.

MANDATORY OF VOLUNTARY DISCLOSURE AND EFFECT OF INDIVIDUAL NOT PROVIDING INFORMATION: This is a voluntary disclosure for all registrants in the career program. Failure of the employee, the immediate supervisor and other designated career program officials to provide the requested information will seriously jeopardize the careerist's chances for consideration for training, developmental assignments, and/or promotions.

PART I - EMPLOYEE STATEMENT

1. TYPE OF SUBMISSION (Check one)

- a. ☐ NEW b. ☐ RECONSIDERATION c. ☐ NO CHANGE d. ☐ ADMINISTRATIVE
e. ☐ CHANGE TO ELEMENT-KNOWLEDGES (1-54) f. ☐ CHANGE TO ACCOMPLISHMENTS-ABILITIES

2. _____ 3. _____ 4. _____
(EMPLOYEE'S NAME (Last, First, MI)) (SSN) (SON)

5. CP-55 6. _____
(OFFICIAL MAILING ADDRESS) (ATTN LINE)

(NUMBER AND STREET) (CITY) (STATE) (ZIP CODE)

7. _____
(FTS PHONE) (AUTOVON PHONE) (COMMERCIAL PHONE) (EXT)

8. _____
(POSITION TITLE) (SERIES) (GRADE)

9. MY CURRENT PERFORMANCE APPRAISAL IS (Check appropriate rating):

- a. ☐ SUCCESS LEVEL 1 b. ☐ SUCCESS LEVEL 2 c. ☐ SUCCESS LEVEL 3 d. ☐ FAIR
e. ☐ UNSUCCESSFUL f. ☐ NONE

10. I REQUEST CONSIDERATION FOR THE FOLLOWING JOBS. (Put a check under the supervisory and/or nonsupervisory column(s) next to the grade(s) and job category(ies) for which you wish consideration.)

| GRADE | JOB CATEGORY TITLE/SERIES | SUPERVISORY | NONSUPERVISORY | CPO CERT | |
|-------|------------------------------|-------------|----------------|----------|----|
| | | | | Q | NQ |
| 12 | REALTY SPECIALIST/1170 | | | | |
| | APPRAISER/1171 | | | | |
| 13 | REALTY SPECIALIST/1170 | | | | |
| | APPRAISER/1171 | | | | |
| 14 | REALTY SPECIALIST/1170 | | | | |
| | APPRAISER/1171 | | | | |
| 15 | REALTY SPECIALIST/1170 | | | | |
| | APPRAISER/1171 | | | | |

11. I CERTIFY THAT ALL OF THE INFORMATION PROVIDED IN PARTS I THROUGH III OF THIS FORM IS TRUE, COMPLETE AND ACCURATE TO THE BEST OF MY KNOWLEDGE AND BELIEF AND IS MADE IN GOOD FAITH.

EMPLOYEE SIGNATURE

DATE (Mo/Da/Yr)

12. TO BE COMPLETED BY CIVILIAN PERSONNEL OFFICE REPRESENTATIVE.

UNDER THE COLUMN HEADED "CPO CERT-Q NQ" IN ITEM 10 INDICATE WITH A CHECK WHETHER THE EMPLOYEE IS QUALIFIED OR NOT QUALIFIED FOR THE POSITION(S). RATINGS ARE BASED ON A REVIEW OF PERSONNEL RECORDS. PERFORMANCE APPRAISAL RATING INDICATED BY THE EMPLOYEE IN ITEM 9 HAS BEEN VALIDATED. (CPO REPRESENTATIVE MUST ADVISE THE EMPLOYEE WHEN AN "NQ" DETERMINATION IS MADE).

CPO REPRESENTATIVE (Typed Name, and Position Title)

SIGNATURE

DATE (Mo/Da/Yr)

[illegible]

PART II - ELEMENT RATINGS - KNOWLEDGES

BASIC: KNOWLEDGE OF

1. FEDERAL, STATE AND LOCAL REALTY LAWS, PRACTICES, REGULATIONS AND PROCEDURE.
2. REAL ESTATE CONTRACTS.
3. REAL ESTATE CONVEYANCES.
4. LAND TITLE AND CURATIVE PROCEDURE.
5. LEGAL DESCRIPTIONS, PLATS AND TECHNICAL DRAWINGS.
6. THE APPRAISAL PROCESS AND APPROACHES.
7. ESTATES OR INTERESTS IN REAL ESTATE.
8. THE ORGANIZATIONAL STRUCTURE AND INTERRELATIONSHIP OF ELEMENTS OF THE ARMY, AIR FORCE, CORPS OF ENGINEERS.
9. ENVIRONMENTAL AND CULTURAL LAWS AND REGULATIONS.

SPECIALIZED: KNOWLEDGE OF ACQUISITION

10. REGULATIONS, POLICIES, PRACTICES AND PROCEDURES GOVERNING ACQUISITION OF REAL PROPERTY AND RELATED FUNCTIONS - PRIMARILY AR 405-10, AFI 32-9001 AND ER 405-1-12.
11. REGULATIONS AND POLICIES IN CONNECTION WITH THE PLANNING PROCEDURES FOR REAL ESTATE ACQUISITION.
12. LAWS, GUIDELINES AND PROCEDURES REGARDING DERP AND FUDS.
13. REQUIREMENTS OF TITLE III IN DEALING WITH LAND-OWNERS.
14. BENEFITS AVAILABLE UNDER TITLE II., P.L. 91-646.
15. KNOWLEDGE OF REGULATIONS, POLICIES AND PROCEDURES REGARDING THE LEASING OF REAL PROPERTY.
16. CONDEMNATION PROCESS.
17. POLICIES AND REQUIREMENTS FOR PROJECT COOPERATION AGREEMENTS.
18. RELOCATION OF FACILITIES.
19. CLOSING PROCEDURES.
20. THE ADMINISTRATION OF THE HOMEOWNERS ASSISTANCE PROGRAM INCLUDING THE DISPOSAL OF HOUSES.

MANAGEMENT AND DISPOSAL

21. REGULATIONS PERTAINING TO MANAGEMENT FOR REAL PROPERTY (AR, AFR, DAR, DODI, FPMR, and ER 405-1-2).
22. REGULATIONS PERTAINING TO DISPOSAL OF REAL PROPERTY (AR, AFR, DAR, DODI, FPMR, and ER 405-1-2).
23. OUTGRANTING PROCEDURES, PROCESSING AND DOCUMENTATION.
24. DISPOSAL PROCEDURES, PROCESSING AND DOCUMENTATION.
25. UTILIZATION AND COMPLIANCE INSPECTION PROCEDURES, PROCESSES AND DOCUMENTATION.
26. TIMBER MANAGEMENT PRACTICES.
27. BASE REALIGNMENT AND CLOSURE, PROCEDURES, POLICIES AND REGULATIONS.
28. LAND MANAGEMENT PRACTICES (*forestry, agronomy, etc.*).
29. WILDLIFE MANAGEMENT PRACTICES AND TECHNIQUES.
30. RECREATION & RESOURCE PLANNING AND MANAGEMENT PRACTICES (*park mgmt, resorts and marina operations*).

EMPLOYEE NAME _____

SSN _____

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PART II - ELEMENT RATINGS - KNOWLEDGES (Cont'd')

APPRAISAL

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31. THE REGULATIONS GOVERNING THE APPRAISAL PROCESS, e.g. ARMY AND DEPARTMENT OF JUSTICE REGULATIONS.
 32. APPRAISAL PRACTICES, PRINCIPLES, APPROACHES, METHODS, AND TECHNIQUES.
 33. NATURAL RESOURCE VALUATION INCLUDING MINERALS, WATER, WATER RIGHTS, ETC.
 34. TIMBER APPRAISING.
 35. LESSER INTERESTS APPRAISING INCLUDING EASEMENTS, LEASING ETC.
 36. INDUSTRIAL APPRAISING.
 37. RURAL (*farm, ranch, orchard*) APPRAISING.
 38. URBAN (*residential, apartment, commercial*) APPRAISING.
 39. THE METHODS AND TECHNIQUES OF GROSS APPRAISALS FOR PLANNING DOCUMENTS.
 40. REAL ESTATE FINANCE PRACTICES AND THE GEN ECONOMIC PRINCIPLES INCLUDING HIGHEST/BEST USE ANALYSIS.
 41. CONDEMNATION PROCEDURES IN FEDERAL COURTS.

PLANNING AND CONTROL

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42. REGULATIONS, POLICIES, AND PROCEDURES GOVERNING ACQUISITION PLANNING AND RELATED FUNCTIONS, PRIMARILY, AR 405-10, AFI 32-9001 AND ER 405-1-12.
 43. REGULATIONS, POLICIES AND PROCEDURE GOVERNING PROGRAMMING, BUDGETING AND MANAGEMENT OF FUNDS FOR REAL ESTATE REQUIREMENTS.
 44. THE REGULATIONS AND PROCEDURES GOVERNING REAL ESTATE AUDITS AND THE DOCUMENTATION THEREOF.
 45. CARTOGRAPHY FOR REAL ESTATE MAPPING INCLUDING CADD.
 46. THE PROCEDURES GOVERNING THE PREPARATION, ESTABLISHMENT, RETENTION, MANAGEMENT AND DISPOSITION OF REAL ESTATE RECORDS.
 47. METHODS AND PROCEDURES GOVERNING REAL PROPERTY ACCOUNTABILITY AND RECONCILIATION.
 48. APPLICATION OF AUTOMATED SYSTEMS.

ADMINISTRATIVE

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49. THE FEDERAL POSITION MANAGEMENT POLICY AND PRINCIPLES.
 50. FEDERAL PERFORMANCE APPRAISAL POLICY AND ITS APPLICATION TO INCENTIVE AWARDS, TRAINING AND ADVERSE PERSONNEL ACTIONS.
 51. EQUAL EMPLOYMENT AND AFFIRMATIVE ACTION REGULATIONS, POLICIES AND OBJECTIVES.
 52. REAL ESTATE PROGRAMMING PROCEDURES AND SCHEDULING TECHNIQUES (*manpower, budgeting and funding*).
 53. BASIC ECONOMIC PRINCIPLES AS THEY APPLY TO THE REAL ESTATE PROFESSION AND RELATED ACTIVITIES.
 54. ORGANIZATIONAL POLICIES, PROGRAM GOALS, AND PRIORITIES..

PART III - EMPLOYEE'S STATEMENTS OF ACCOMPLISHMENTS - ABILITIES

1. ABILITY #1 - ABILITY TO PLAN, ORGANIZE AND DIRECT: ABILITY TO ESTABLISH OBJECTIVES, REQUIREMENTS, PRIORITIES, AND DEADLINES TO DETERMINE COURSE OF ACTION; MAY INCLUDE THE ABILITY TO ASSIGN WORK AND TO MONITOR THE WORK OF OTHERS; MAY INCLUDE THE ABILITY TO INTERACT WITH OTHERS.

a. ACCOMPLISHMENT I

(1) PROBLEM OR OBJECTIVE:

(2) WHAT I ACTUALLY DID AND WHEN (*Approximate dates*):

(3) WHAT THE OUTCOME WAS:

(4) VERIFYING PERSON (*Name, Address, Phone*):

b. ACCOMPLISHMENT II (*Optional*)

(1) PROBLEM OR OBJECTIVE:

(2) WHAT I ACTUALLY DID AND WHEN (*Approximate dates*):

(3) WHAT THE OUTCOME WAS:

(4) VERIFYING PERSON (*Name, Address, Phone*):

PART III - EMPLOYEE'S STATEMENTS OF ACCOMPLISHMENTS - ABILITIES

2. ABILITY #2 - ABILITY TO ANALYZE: ABILITY TO OBTAIN INFORMATION, DEFINE PROBLEMS, IDENTIFY RELATIONSHIPS, EVALUATE QUALITY, ASSESS IMPACTS, AND MAKE CONCLUSIONS/RECOMMENDATIONS; INCLUDE THE ABILITY TO DETERMINE QUALITY OF PROJECTS, PROGRAMS, OR PERFORMANCE BY COMPARISON AGAINST STANDARDS OR OBJECTIVES.

a. ACCOMPLISHMENT I

(1) PROBLEM OR OBJECTIVE:

(2) WHAT I ACTUALLY DID AND WHEN (Approximate dates):

(3) WHAT THE OUTCOME WAS:

(4) VERIFYING PERSON (Name, Address, Phone):

b. ACCOMPLISHMENT II (Optional)

(1) PROBLEM OR OBJECTIVE:

(2) WHAT I ACTUALLY DID AND WHEN (Approximate dates):

(3) WHAT THE OUTCOME WAS:

(4) VERIFYING PERSON (Name, Address, Phone):

PART III - EMPLOYEE'S STATEMENTS OF ACCOMPLISHMENTS - ABILITIES**3. ABILITY #3 - ABILITY TO COMMUNICATE ORALLY: ABILITY TO BRIEF, INSTRUCT, EXPLAIN, ADVISE OR PERSUADE ON REAL ESTATE MATTERS.****a. ACCOMPLISHMENT I**

(1) PROBLEM OR OBJECTIVE:

(2) WHAT I ACTUALLY DID AND WHEN (*Approximate dates*):

(3) WHAT THE OUTCOME WAS:

(4) VERIFYING PERSON (*Name, Address, Phone*):

b. ACCOMPLISHMENT II (*Optional*)

(1) PROBLEM OR OBJECTIVE:

(2) WHAT I ACTUALLY DID AND WHEN (*Approximate dates*):

(3) WHAT THE OUTCOME WAS:

(4) VERIFYING PERSON (*Name, Address, Phone*):

PART III - EMPLOYEE'S STATEMENTS OF ACCOMPLISHMENTS - ABILITIES4. ABILITY #4 - ABILITY TO WRITE: ABILITY TO EXPRESS IDEAS IN WRITING (*e.g., reports, information papers, memoranda, letters, manuals*).

a. ACCOMPLISHMENT I

(1) PROBLEM OR OBJECTIVE:

(2) WHAT I ACTUALLY DID AND WHEN (*Approximate dates*):

(3) WHAT THE OUTCOME WAS:

(4) VERIFYING PERSON (*Name, Address, Phone*):

b. ACCOMPLISHMENT II (*Optional*)

(1) PROBLEM OR OBJECTIVE:

(2) WHAT I ACTUALLY DID AND WHEN (*Approximate dates*):

(3) WHAT THE OUTCOME WAS:

(4) VERIFYING PERSON (*Name, Address, Phone*):

PART III - EMPLOYEE'S STATEMENTS OF ACCOMPLISHMENTS - ABILITIES

5. **ABILITY #5 - ABILITY TO INNOVATE:** ABILITY TO DEVELOP NEW OR REVISED POLICIES, METHODS, PROCEDURES, PROGRAMS OR SOLUTIONS TO PROBLEMS; INCLUDES ABILITY TO ORIGINATE ACTION (*self-starter*).

a. ACCOMPLISHMENT I

(1) PROBLEM OR OBJECTIVE:

(2) WHAT I ACTUALLY DID AND WHEN (*Approximate dates*):

(3) WHAT THE OUTCOME WAS:

(4) VERIFYING PERSON (*Name, Address, Phone*):

b. ACCOMPLISHMENT II (*Optional*)

(1) PROBLEM OR OBJECTIVE:

(2) WHAT I ACTUALLY DID AND WHEN (*Approximate dates*):

(3) WHAT THE OUTCOME WAS:

(4) VERIFYING PERSON (*Name, Address, Phone*):

EMPLOYEE NAME _____

SSN _____

PART IV - SUPERVISOR'S ELEMENT RATING - ABILITIES

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1. ABILITY TO DIRECT WORK ACTIVITIES: ABILITY TO ASSIGN OR DELEGATE WORK AND TO MONITOR THE WORK OF OTHERS.

2. ABILITY TO PLAN AND ORGANIZE: ABILITY TO ESTABLISH OBJECTIVES, REQUIREMENTS, PRIORITIES AND DEADLINES IN ORDER TO DETERMINE THE COURSE OF ACTION FOR WORK.

3. HUMAN RELATIONS ABILITY: ABILITY TO INTERACT WITH OTHERS IN A ONE-ON-ONE OR GROUP SITUATION (*Often called "team work", "cooperation", "interpersonal skills", "ability to meet and deal", and "tact" and "diplomacy".*)

4. ABILITY TO ANALYZE: ABILITY TO OBTAIN INFORMATION DEFINE PROBLEMS, IDENTIFY RELATIONSHIPS, EVALUATE QUALITY, ASSESS IMPACTS, AND MAKE CONCLUSIONS/ RECOMMENDATIONS; INCLUDES THE ABILITY TO DETERMINE QUALITY OF PROJECTS, PROGRAMS, OR PERFORMANCE BY COMPARISON AGAINST REGULATIONS OR OBJECTIVES.

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5. ABILITY TO COMMUNICATE ORALLY: ABILITY TO BRIEF, INSTRUCT, EXPLAIN, ADVISE, OR PERSUADE ON REAL ESTATE MATTERS.

6. ABILITY TO WRITE: ABILITY TO EXPRESS IDEAS IN WRITING (*e.g., reports, information papers, memoranda, letters, and manuals*).

7. ABILITY TO INNOVATE: ABILITY TO DEVELOP NEW OR REVISED POLICIES, METHODS, PROCEDURES, PROGRAMS, OR SOLUTIONS TO PROBLEMS.

8. ABILITY TO INITIATE ACTION: ABILITY TO INDEPENDENTLY ORIGINATE ACTION. (*One who demonstrates this ability is often called a self-starter.*)

SUPERVISOR (*Name, Title, Series, Grade*)

SIGNATURE

TELEPHONE NO.

DATE

PART V - REVIEWER STATEMENT

1. ☐ I CONCUR WITH ALL THE RATINGS GIVEN BY THE IMMEDIATE SUPERVISOR.

2. ☐ I DO NOT CONCUR WITH THE RATINGS AS FOLLOWS:

KNOWLEDGE
OR
ABILITY NUMBER BASIS FOR CHANGE

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|-------|-------|
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |

REVIEWER'S (*Name, Title, Series, Grade*)

SIGNATURE

FOR PANEL USE ONLY

1. _____ 2. _____ 3. _____ 4. _____ 5. _____